

C-A OPERATIONS PROCEDURES MANUAL

Text Pages 2 through 8

Hand Processed Changes

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Approved: Signature on File _____
 Collider-Accelerator Department Chairman _____ Date _____

R. Karol

2.32 Access Controls - Buildings 911 and 1005 Property Protection Areas

1. Purpose

To specify access procedures for C-A Property Protection Areas (PPA). A PPA is a facility, or portion thereof, that requires access control to prevent unacceptable loss or destruction of valuable property and/or disruption of research. The BNL Director and DOE have assigned the BNL PPA's. Assigned PPA's for C-A are Cryogenic Control Room (Building 1005S) and the Equipment Area (Building 911B), when the facilities are operating.

2. Responsibilities

- 2.1 All staff involved in requesting, hosting, providing escort, or otherwise participating in a visit to PPA's, shall be familiar with this procedure.
- 2.2 The PPA Escort shall adhere to instructions identified in Attachment 8.2 of this procedure.
- 2.3 Semi-annually the ESHQ QA Office shall review the PPA visitor log sheets (Attachment 8.1), to assure log entries are in accordance with procedure requirements.
- 2.4 A PPA visitor logbook and visitor badges shall be located in the C-A Main Control Room (MCR) for building 911B Equipment Room entry tasks and at Cryogenic Control Room entry area for cryogenic entry tasks. Both areas shall retain log sheets in accordance with the BNL Site Specific Records Retention Schedule. (Ref. DOE schedule 15 ADM-18.17.1.B Fiscal)
- 2.5 BNL Security is responsible to conduct searches (if requested), or provide advice to, C-A personnel regarding entry into C-A PPA's.

3. Prerequisites

None

4. Precautions

- 4.1 Contact BNL Security (ext. 2238) if there is any doubt in granting permission for visitors to enter C-A PPA's.

5. **Procedure**

5.1 **General**

- 5.1.1 To supplement this procedure the C-A ESHQ Division shall post entry instruction signs at the entrance to C-A PPA's.
- 5.1.2 Similar to obtaining access to other C-A facilities, the minimum requirement for an authorized PPA escort is to display a DOE standard identification badge, or the BNL site-specific badge, and have received C-A Departmental Specific Training (i.e. Access, User Training).
- 5.1.3 For the purpose of this procedure, a visitor who requires an escort and is issued a PPA visitor badge is defined as a citizen of, or works in, a sensitive country, or is a vendor, service personnel or guest. (Escort responsibilities for a PPA are outlined in Attachment 8.2).
- 5.1.4 All personnel not having authorized access must enter information in the visitor logbook under the guidance of the PPA escort. A PPA visitor logbook and visitor badges shall be located in the C-A Main Control Room (MCR) for building 911B Equipment Room entry tasks and at Cryogenic Control Room entry area for cryogenic entry tasks. The log sign-in sheets (Attachment 8.1) will reflect the visitors name, signature, organization, citizenship, and BNL life number (if assigned) of each visitor entering the area.
- 5.1.5 Hand-carried items entering or leaving the designated PPA area are subject to search by the PPA Escort or BNL Security (if requested) in accordance with DOE directives. (Examples of searched items are briefcases and delivered packages). A notation will be made on the log sheet ("Y") that an item has been searched.
- 5.1.6 The PPA Escort is responsible for ensuring the visitor logbook is completed in accordance with this procedure. The MCR OC, Cryogenic Shift Supervisor, or designee, may also review visitor log sheets at random, before allowing access to their respective PPA area.
- 5.1.7 The PPA Escort is responsible for entering the visitor's time out on the visitor log sheet and for obtaining the visitor badge upon leaving the PPA area.

- 5.1.8 Foreign nationals from a sensitive country (see SPI 5-09) must have access defined in a specific security plan reviewed by DOE-CH/SSS, and approved by the Laboratory Director, or designee. The specific security plan will define appropriate access controls and escort requirements. Contact the ESHQ Division for assistance.

6. Documentation

- 6.1 Completed Visitor Register Sheets.

7. References

- 7.1 R. Reaver, "Property Protection Areas" April 9, 2001
- 7.2 SPI5-01, Site Security Administration, Section X, Building/Facility Security.

8. Attachments

- 8.1 Brookhaven National Laboratory PPA Visitor Register.
- 8.2 C-A Property Protection Area Escort Responsibilities.
- 8.3 Property Protection Area Visitor Badge
- 8.4 Property Protection Area Posting Instructions

Attachment 8.1

(Dept/Div Name) BROOKHAVEN NATIONAL LABORATORY									
SHEET NO: _____		BUILDING/AREA VISITED _____							
PPA VISITOR REGISTER									
NAME (Print)	CITIZENSHIP	ORGANIZ.	ESCORT'S NAME (Print)	PURPOSE OF VISIT	DATE	TIME IN	TIME OUT	VISITOR'S BADGE #	Articles Inspected YES (Y) / NO (N)
SIGNATURE	BNL LIFE #		SIGNATURE						

Attachment 8.2

Property Protection Area (PPA) Escort Responsibilities

Note: These Rules Apply Only When the Facility is Operating

1. Escorts must have authorized access to the PPA.
2. Verify the identity of the visitors. If the visitors do not have a BNL photo-identification badge or card, ask for another form of photo-identification (e.g. drivers license).
3. Brief the visitors on applicable rules of conduct, such as carrying prohibited articles (Articles to be brought into the PPA by the visitor may be inspected by the escort or by BNL Security (x2238)).
4. Ensure that the visitors are escorted and under observation at all times that they are inside the PPA.
5. Ensure that the visitors sign in and out on the PPA Visitor Log Sheet.
6. Instruct the visitors to display their PPA Visitor badge at all times that they are in the PPA.
7. Ensure that the visitors return the PPA visitor badges when they leave the PPA.

Attachment 8.3
Property Protection Area (PPA)
Visitor Badge

<p>Property Protection Area (PPA)</p> <p>Equipment Area, Bldg 911B</p> <p>Visitor Badge</p> <p>No. _____</p>

<p>Property Protection Area (PPA)</p> <p>Cryogenic Control Room Bldg. 1005S</p> <p>Visitor Badge</p> <p>No. _____</p>
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Attachment 8.4
Property Protection Area (PPA)
Posting Instructions

This is a Property Protection Area (PPA)

**Only Authorized Personnel Allowed
Beyond this Point
During Facility Operations**

Escort Required For Visitor Entry

**PPA Visitor Logs in C-A
Main Control Room for Bldg.911B
Or
Bldg 1005S for Cryogenic Control Room
Entry**

(OPM 2.32 Access Control Requirements)